

# BRIGHTON TOWN COUNCIL MEETING AGENDA

REPRESENTATION ▪ COMMUNITY ▪ LEGACY

January 6, 2020 ▪ 6:30 pm ▪ Fire Station 108 Training Room

Members of the Council may participate electronically.

## 1. CALL TO ORDER

## 2. PLEDGE OF ALLEGIANCE

## 3. ANNOUNCEMENTS

- Snow Sticker Registration ▪ Jan. 12 ▪ 8am-4:45-UDOT Maintenance Shed (6601 S. 3000 East)
- Road Meeting ▪ Jan. 13 ▪ 10 am ▪ Fire Station #108
- BCCA Meeting ▪ Jan. 13 ▪ 7 pm ▪ Fire Station #108
- Snow Sticker Registration ▪ Jan. 14 ▪ 8 am-4:45 pm ▪ UDOT Maintenance Shed (6601 S. 3000 East)
- Brighton Institute Avalanches of the Wasatch ▪ Jan. 16 ▪ 6:30 pm ▪ Fire Station #108
- Short Term Rentals Meeting ▪ Jan. 21 ▪ 2 pm ▪ MSD Offices at County Complex, Room N3-930
- Brighton Institute Geology of Big Cottonwood ▪ Jan. 23 ▪ 6:30 pm ▪ Fire Station #108

## 4. PUBLIC INPUT Please limit comments to 3 minutes. Speakers to provide name and whom they represent.

## 5. MINUTES Approval for Minutes of December 18, 2019 Town Council Meeting

## 6. BUSINESS

- a. Transportation Committee Report- Discussion - Laynee Jones
- b. Town Seal - Discussion - Carolyn Keigley
- c. Compilation of Ordinances Update - Discussion - Polly McLean
- d. 2020 Resolutions - Discussion/Possible Action
  - 20-1 Resolution Advising and Consenting to the Mayor's Appointment of a Treasurer
  - 20-2 Resolution Advising and Consenting to the Mayor's Appointment of an Acting Town Clerk
  - 20-3 Resolution Electing a Mayor Pro Tempore
  - 20-4 Resolution Authorizing the Mayor to enter into a Profession Service Contract for Administrator/Budget Services
  - 20-5 Resolution Adopting a Procurement Policy
  - 20-6 Resolution Authorizing the Mayor to do an RFP for Feasibility Study Services
- e. Approval of 2020 Ordinances – Discussion/Possible Action
  - 20-01 Ratifying and Confirming all Prior Actions of the Council-Elect (\*See list of Resolutions below.)
  - 20-02 Ratifying and Confirming Prior Actions of the Council with Respect to Contracts Made Pursuant to Utah Code Ann 10-2a-218
- f. Appointment of two Council members to Utah Taxpayers Access Point

## 7. REPORTS

- Mayor's Report
- Council Members' Reports
- BCCA Report

## 8. FUTURE AGENDA ITEMS ▪ Brighton Town Council Meeting ▪ February 3, 2020 ▪ 6:30 pm ▪ Fire Station 108

## 9. ADJOURN

## **\*2019 BRIGHTON TOWN COUNCIL RESOLUTIONS**

### **Resolution #**

2019-1	Final Local Entity Plat Map
2019-2	Tax Accrual to Town <ul style="list-style-type: none"><li>▪ 1% Local Option Sales Tax</li><li>▪ 1% Transient Room Tax</li><li>▪ 0.1% Proposition 1 Transportation Tax</li><li>▪ UDOT B&amp;C Road Tax</li><li>▪ 1.1% Resort Community Tax</li></ul>
2019-3	Appointment of Town Attorney
2019-4	Advertise for Town Clerk
2019-5	Appoint Town Treasurer
2019-6	Contract for Website Services (Brighton.utah.gov)
2019-7	Rules of Order
2019-8	Electronic Participation
2019-9	Regular Meeting Schedule
2019-10	Regional Safety Agreement
2019-11	PTIF Agreement
2019-12	Insurance through Utah Local Governments Trust
2019-13	Negotiate a contract for office space
2019-14	Dan Knopp to serve on UFA Board
2019-15	Carolyn Keigley to serve on UPD Board
2019-16	Keith Zuspan to serve on WFWRC Board
2019-17	Jeff Bossard to serve on VECC Board
2019-18	Jeff Bossard to serve on Mosquito Abatement Board
2019-19	Brighton to join Utah League of Cities & Towns
2019-20	Town Gift Policy
2019-21	Keith Zuspan to serve on MSD Board
2019-22	Dan Knopp to serve on CWC Board

# BRIGHTON TOWN COUNCIL MINUTES

## REPRESENTATION • COMMUNITY • LEGACY

December 18, 2019 ▪ 6:00 pm ▪ Fire Station #108 ▪ Presiding: Mayor Dan Knopp

### ATTENDANCE

Dan Knopp, Jeff Bossard, Carolyn Keigley, Jenna Malone, Keith Zuspan, Polly McLean, Frank Nakamura, Jason Mazuran, Wayne Dial, Don Despain, Bob Cameron, Carl Bryner, Lexie Bryner, Nate Rockwood, Barbara Cameron

**MINUTES.** The Minutes of the November 20, 2019 Town Council meeting were approved as submitted.

### SPECIAL ORDER: UPD-SLVLESA Discussion

Frank Nakamura explained that UPD and SLVLESA are two distinct entities. The UPD (Unified Police Department) is an agency that provides police services under the Interlocal Agreement Act. SLVLESA (Salt Lake Valley Law Enforcement Service Area) is a special district formed under the Local Districts Act that sets the funding structure (tax levy, collection, distribution) for the approved UPD budget. The tax levy (.00214%) on property tax is the same rate for all municipalities that are members of SLVLESA. First, UPD must compile and approve its annual calendar year budget, then submit it to SLVLESA to set a levy rate to appropriately fund the UPD budget. The current tax rate has an automatic 3% per year increase. Brighton is funded for next year, but the 2021 year is in flux because of the possible sunset of the Mountainous Planning District (MPD). Frank stated that he has confidence that Salt Lake County will continue to support Brighton's emergency services. Also he noted that it would be to Brighton's advantage to stay with SLVLESA because the model is efficient, convenient, and makes communications more effective. Carolyn Keigley has been appointed to serve as Brighton's representative to both entities, UPD and SLVLESA, under Brighton Town Council's Resolution 2019-15.

Chief Jason Mazuran noted that the Salt Lake County Sheriff's Department consists of three parts: Public Safety Bureau, Corrections, Enforcement. Sheriff Rosie Rivera serves as CEO of the UPD; Jason Mazuran serves as Chief Operating Officer for UPD. Chief Wayne Dial is the chief of Canyon Patrol. Administrative changes are possible that could consolidate and streamline services, pending a feasibility study and further legal studies. The changes may resemble the UFA structure. Jason mentioned that we could hire our own community policing officer to serve as a liaison to the community.

### SPECIAL ORDER: Proposal for a Brighton Transportation Committee

A call-in interview with Laynee Jones discussed a possible Brighton Transportation Committee. Laynee volunteered her time and expertise to create a Brighton transportation plan that will outline our priorities and streamline transportation answers from the town for such entities as UDOT, CWC, SLC, SLCounty, etc. All findings would be presented to the Town Council for approval before they become official responses. Jenna and Carolyn volunteered to serve on Laynee's committee. She would like 4 other volunteers from the community. She asked that her email address be advertised so people can volunteer. They should state why they are interested in serving. She will evaluate the applications and report at the next Town Council meeting.

### SPECIAL ORDER: Town Consultant

Nate Rockwood expressed interest in serving as a consultant for budgeting and development projects for Brighton. His family owns a cabin in Evergreen. He currently works in Park City as the Redevelopment Director, but has served for 12 years as Budget Director. He has experience with resort communities, and feels we should understand what our maximum tax base could be. He also has experience in grant writing. Polly and Nate will create an employment contract that can be reviewed at the January Town Council meeting.

### BUSINESS

**2019-21 ▪ Tentative Budget.** MOTION by Jeff to approve the Resolution passed unanimously.

**2019-22 ▪ MSD Representative.** Keith will be appointed to serve as MSD Representative.

MOTION by Jeff to approve the Resolution passed unanimously.

**2019-23 ▪ CWC Representative.** Dan will be appointed to serve as CWC Representative.

MOTION by Carolyn to approve the Resolution passed unanimously.

**2019-1 ▪ Ordinance Adopting a Compilation of Ordinances.** Polly has been reviewing the SLCounty, Metros, and Millcreek Municipal Ordinances. She's found they are all very similar to the SLCounty Ordinance. She will continue to compare and tailor the ordinances to fit the needs of Brighton, and submit her work incrementally to the Town Council before she posts it to the MuniCode website.

**2019-2 ▪ Procurement Policy.** Tabled until January. There are not many purchases we intend to make, except the sound system which will cost \$5,774.06.

**Sound System.** MOTION by Keith (Jeff 2<sup>nd</sup>) that Brighton shall purchase a sound system from Poll Sound. Passed.

**Website Account.** MOTION by Carolyn (Jeff 2<sup>nd</sup>) to authorize Jenna to contract with the State of Utah for a .gov account. Passed unanimously. Brighton is also signing up for a MuniCode Account with the Self-publishing option.

**Banking Relationship.** MOTION by Carolyn (Keith 2<sup>nd</sup>) to authorize Dan to negotiate with a bank to set up a new banking account for the Town. Motion passed unanimously. Keith will meet with Polly to set up a PTIF Account.

**Old Fire Station.** Dan sent a letter to Mayor Wilson and Mike Reburg asking that the County cede the old fire station to the Town of Brighton. The Mayor promised to poll her expects to see what will happen to the fire station. Don Despain noted that when the old station became vacant in 2010, the sewer district has asked for it. The request has been repeated several times a year for 9 years, but no action was taken by the County. He presented a copy of a preliminary building plan for the site done by architect Dan Feidt, which would include an office for the sewer district, 2 other offices and a conference room. The trash compactor would be incorporated into the building as well. Further consideration of the issue will be put on the Agenda as soon as Mayor Wilson makes a decision about the disposition of the building.

**Hazard Mitigation Form.** Jeff will take the lead on emergency planning for Brighton. He will work on completing the Hazard Mitigation Forms for FEMA. Hazards in the canyon include Earthquake, Wildfire, Avalanche, and (surprisingly) potential Flooding from the two dams built in 1914. MOTION by Jenna (Carolyn 2<sup>nd</sup>) that Jeff shall take the lead on getting the Hazard Mitigation Form filled out and submitted soon. Motion passed unanimously.

**Town Seal.** Carolyn volunteered to present a design for the new Town Seal at the next Council meeting.

**Incorporation Process.** Polly has corresponded with the Lt. Governor to be sure he has all the necessary documents for the Brighton incorporation. Dan proposed that the swearing in should take place at the Silver Fork Lodge at 5:30 pm on January 6, 2020. Polly will check with Sherrie Swensen to determine if she is available to administer the oaths of office at that time.

**Office Rental.** The UFA passed a resolution for Brighton to rent 2 office rooms at Fire Station 108 for \$11,400 per year. Polly will contact the UFA attorney to draw up a contract.

**Mailbox.** Leisa Gutierrez, our wonderful mail carrier, has promised to find a solution for a Brighton Town mailbox.

**Feasibility Study.** Dan would like to keep options open for a possible withdrawal from the MSD. A feasibility study would be required within the first 6 months after incorporation. Polly will check on the timeline required. This item should be put on the January Agenda if there is any more information.

**Adjourn.** The meeting was adjourned at 9:05 pm.

Submitted by Barbara Cameron, Acting Town Clerk